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MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 – February 29, 2012

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted 03/09/2012
by**

The logo for GRB Environmental Services, Inc. features a stylized crosshair design on the left, composed of two vertical and two horizontal lines. To the right of this graphic, the company name "GRB Environmental Services, Inc." is written in a bold, blue, serif font. Below the company name, the tagline "Consulting Environmental Engineers and Scientists" is written in a smaller, blue, serif font.

GRB Environmental Services, Inc.
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EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9

Monthly Report
February 2012

TOAM: Elaine Chan
PM: Anne Bonham

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on February 3.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on February 14.

The Records Center Performance Measurements Reports were submitted to the TOAM on February 2.

A report on the Records Center statistics since 2000 was submitted to Contract Specialist Curt Ushijima on February 23.

An RMS IV updated the *AR Training Manual* on February 3 and submitted it to the TOAM.

A Librarian IV updated the *Site Assessment Procedures Manual* on February 6 and submitted it to the TOAM.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

EPA announced their intent to extend the current contract another 3.5 months. Instead of a termination date of 4/18/12, the current contract will be active until 7/31/12.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 1,955 documents and edited 2,623 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 1.4 ft. of new documents, of which .1 ft. were federal facilities documents, and processed 1 new site.

Circulation Department staff shelf-read approximately 355.8 ft. of site files during the month. Staff shifted approximately 6.5 ft. of documents to make room on the shelves for new documents.

On February 21 staff met with RPM Eric Yunker to discuss the upcoming deletion of the South Bay Asbestos Area site from the NPL. As a result of the meeting site file documents will be transferred to the Records Center.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

73.3 ft. of documents were picked up from EPA regional offices. 4 Transfer of Records forms were processed.

8.8 ft. of documents were retrieved from the FRC.

Staff performed physical preparation of documents (such as removing bindings, redacting, stamping, photocopying, or preparing for scanning or microfilming) for the following Administrative Records or special collections:

North Indian Bend Wash AR Update (43.64 ft.)

The Holdings Database was maintained during the month, and the following holdings reports were updated:

Holdings report, updated February 22.

FRC Storage Report, updated February 22.

On-Site Storage Report, updated February 22.

Contracts On-Site Storage Report, 3, 10, 17 & 24.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,230 documents (110,302 pages) during February and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

No activity occurred in this reporting period.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twenty Financial Cost Documentation Packages were processed through the Accounting, Program, or Enforcement Final copy for the following sites:

OU	SSID	Site Name
00/01& 05/06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
03 00/01& 03 & 05/06	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
03	0916	AEROJET GENERAL CORP (RANCHO CORDOVA)
01 N/A	09L8 Z900	BURR BROWN GREKA UNASSIGNED
01	091A	LEVIATHAN MINE (7 pkgs)
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (2R, 2S, 2T, 09K1X58 & 09K3X58)
03	09R8	PHOENIX-GOODYEAR AIRPORT AREA
00	0959	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
05	094X	SAN GABRIEL VALLEY (AREAS 1-4)
01	09C1	WASTE DISPOSAL, INC.
01	0997	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE) (3 pkgs)

Staff retrieved 18 cost packages/financial documents for EPA staff during February.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 2 major efforts generally consist of large-volume indexing & scanning efforts. Sometimes these efforts are the necessary preliminary steps to producing Administrative Records. However, major indexing efforts on a single site can also represent an effort to reduce the backlog for that site.

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	07	AEROJET GENERAL CORP (RANCHO CORDOVA)
09WB	00	AGANA SPRINGS PCB SITE
0900	00	AGRIUM FERTILIZER
09DJ	01	AMCO CHEMICAL
09GU	00	ANACONDA COPPER CO (YERINGTON)
09GU	01	ANACONDA COPPER CO (YERINGTON)
09GU	03	ANACONDA COPPER CO (YERINGTON)
092Q	00	ANDERSEN AIR FORCE BASE
09C6	01	APACHE POWDER CO*
09JS	00	ASARCO INC HAYDEN PLT
09JS	01	ASARCO INC HAYDEN PLT
0900	00	AUTOLINE INDUSTRIES WEST
09JW	00	B.F. GOODRICH
09JW	01	B.F. GOODRICH
0900	N/A	BLM MOJAVE DRUM SITE
09H2	00	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09H2	02	BROWN & BRYANT INC. (ARVIN PLANT)
09L8	01	BURR BROWN
0900	00	CAL FRESNO OIL
0900	00	CALWA CLEANERS
09Q3	00	CAMP PENDLETON MARINE CORPS BASE
09R6	01	CARSON RIVER MERCURY SITE
09GY	01	CASMALIA PHASE II
093H	00	CASMALIA RESOURCES
093H	01	CASMALIA RESOURCES
09TD	00	CHURCH ROCK NAVAJO RADIOACTIVE STRUCTURES
0945	01	COAST WOOD PRESERVING
0900	00	CRAFTON REDLANDS AREA
09TH	00	CUC PCB SITE
0900	00	CUSTOM AG FORMULATORS
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
0900	00	DOW BRANDS FACILITY (FORMER)

SSID	OU	SITE NAME
0900	N/A	EAST KAPOLEI PESTICIDES MIXING & LOADING FACILITY (BROWNFIELDS)
09P8	00	EDWARDS AIR FORCE BASE
09H6	00	EL TORO MARINE CORPS AIR STATION
0900	00	EXPERIMENTAL FUEL CYLINDERS
0900	00	FAENAL TARTARIC
094R	00	FRONTIER FERTILIZER
094R	01	FRONTIER FERTILIZER
09EJ	00	GAMBONINI MERCURY MINE
Z900	N/A	GREKA UNASSIGNED
09X6	00	HALACO ENGINEERING CO
0909	01	HUGHES/TUCSON AIRPORT
0920	08	INDIAN BEND WASH NORTH*
09G6	03	INDIAN BEND WASH SOUTH
0988	01	INTEL CORP (SANTA CLARA 3)
0987	01	INTEL MAGNETICS
0900	00	IRELAND MANUFACTURING
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
0917	00	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE
0917	06	IRON MOUNTAIN MINE
09WR	00	JERVIS B. WEBB CO.
0900	00	KAISER CEMENT CORP PERMANENTE PLT
0900	00	KEARNEY'S METALS
0900	00	KERN COUNTY DUMP
09FM	00	KLAU/BUENA VISTA MINE
09FM	01	KLAU/BUENA VISTA MINE
093Y	01	LAVA CAP MINE
093Y	03	LAVA CAP MINE
09FC	00	LEONA HEIGHTS SULPHUR MINE
091A	01	LEVIATHAN MINE
0989	01	LORENTZ BARREL & DRUM CO
098P	00	MARE ISLAND NAVAL SHIPYARD
09TA	00	MARIANO LAKE AUM SITE
0965	00	MATHER AIR FORCE BASE
09SP	00	MCCLELLAN AIR FORCE BASE
09M6	01	MEW STUDY AREA
0900	00	MISSION LINEN SUPPLY
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	07	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09K7	01	NEW IDRIA MERCURY MINE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
09BC	02	OMEGA CHEMICAL CORP
09BC	03	OMEGA CHEMICAL CORP
0958	01	OPERATING INDUSTRIES, INC., LANDFILL

SSID	OU	SITE NAME
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
099K	01	PEMACO MAYWOOD
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
0900	00	PUREGRO CO UNIT 144
0921	01	PURITY OIL SALES INC.
09RL	00	RED VALLEY NAVAJO RADIOACTIVE STRUCTURE SITE
09N4	00	RENO BARREL & DRUM RECYCLING
0900	00	ROTA SITE 1
0979	00	SACRAMENTO ARMY DEPOT
0959	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09L6	03	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-WILSON)
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	03	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
09N2	04	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
097B	08	SAN GABRIEL VALLEY (AREAS 1-4)
097B	09	SAN GABRIEL VALLEY (AREAS 1-4)
098V	04	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	06	SAN GABRIEL VALLEY (AREAS 1-4)
09ES	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09KL	00	SAN JOAQUIN DRUM CO
0980	01	SHARPE ARMY DEPOT
0900	00	SIMPSON'S CLEANERS
09SY	00	SKYLINE AUM WASTE PILE SITE
0942	00	SOUTH BAY ASBESTOS
0964	01	SOUTH BAY BASIN
09WS	00	SOUTHERN AVENUE INDUSTRIAL AREA
09TN	00	SPARKLEEN LAUNDRY AND SERVICE CLEANERS
09QL	00	SSFL: SANTA SUSANA FIELD LABORATORY
0901	05	STRINGFELLOW
0981	01	TH AGRICULTURE & NUTRITION
091C	02	TUCSON SOURCES
091C	04	TUCSON SOURCES
09RP	00	TUJUNGA WELLFIELD SITE DISCOVERY
09R3	01	UNITED HECKATHORN CO
09R3	02	UNITED HECKATHORN CO
0900	00	UP-RIGHT INC
0900	00	VISALIA CUSTOM CHROME
0900	00	VISALIA MANUFACTURING
0900	00	WAKE ISLAND AIRFIELD
09XE	00	WASHOE LAKE ILLEGAL DISPOSAL SITE
09C1	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09SU	00	WEST OAKLAND LEAD REMOVAL
0997	01	WESTINGHOUSE ELECTRIC CORP. (SUNNYVALE)

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 61 requests for documents, performed 897 database searches in SDMS-C, and provided 4,606 documents for EPA staff and other requesters.

Twenty-eight indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on February 7.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 5 FOIA requests totaling 9 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 2,725 non-FOIA-related pages for EPA staff and other requesters, and sent approximately 962 pages off-site to a copy service. In addition, staff printed 675 pages from SDMS-C.

At the request of EPA attorney Taly Jolish, 2 documents from the Waste Disposal, Inc. site file were redacted in preparation for the upcoming FOIA response.

At the request of EPA attorney adviser Laurie Williams, 184 documents from the NE Churchrock Quivira Mines site file were redacted in preparation for the upcoming FOIA response.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 22 requests for documents on CD-ROMs. 208,973 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period.

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 3 major efforts generally consist of: large-volume CD-ROM publishing or copying efforts; conducting searches and compiling special collections for large reference requests; redacting documents for Administrative Records or other purposes.

SSID	OU	SITE NAME
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0900	00	ALL METALS PROCESSING
0900	00	ALL METALS PROCESSING EMERGENCY RESPONSE
09DJ	01	AMCO CHEMICAL
09C6	01	APACHE POWDER CO
09TF	00	AZTEC SPECIALTY CHEMICAL
09JW	00	B.F. GOODRICH
09MM	01	BLUE LEDGE MINE
09XA	00	BORWICK AVENUE WASTE
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
09R6	00	CARSON RIVER MERCURY SITE
091N	01	COOPER DRUM
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
0936	03	DEL AMO FACILITY
09HB	00	DENOVA ENVIRONMENTAL INC.
0900	00	DYNAIR MAINTENANCE
093K	00	ELSINORE DRUMS
094R	01	FRONTIER FERTILIZER
Z900	N/A	GREKA UNASSIGNED
0900	00	HENDERSON LEAD CONTAMINATION SOIL SITE
0920	01	INDIAN BEND WASH NORTH
09G9	01	INDUSTRIAL WASTE PROCESSING

SSID	OU	SITE NAME
0987	01	INTEL MAGNETICS
0917	01	IRON MOUNTAIN MINE
0900	00	LOS NIETOS DUMP
0900	N/A	LUST INDIAN COUNTRY PROJECT
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	03	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09QM	00	NE CHURCHROCK QUIVIRA MINES
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	01	OMEGA CHEMICAL CORP
09M8	00	OSAGE MILLSITE
0900	00	PARK AVENUE ELEMENTARY SCHOOL/GONZALES PROPERTY/B.H.STEEPLETON LANDFILL
0900	N/A	PERCHLORATE DOCUMENTS
0919	02	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
094X	05	SAN GABRIEL VALLEY (AREAS 1-4)
098V	05	SAN GABRIEL VALLEY (AREAS 1-4)
09M4	02	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09SY	00	SKYLINE AUM WASTE PILE SITE
0942	00	SOUTH BAY ASBESTOS
093F	00	SOUTHWEST FOREST IND WOOD TREATMENT PLT
0900	00	SPERRY FLIGHT SYSTEMS DIV
09P3	00	TREASURE ISLAND NAVAL STATION- HUN PT AN
096Y	01	TUCSON WEST CAP
096Y	06	TUCSON WEST CAP
09R3	01	UNITED HECKATHORN CO
09XE	00	WASHOE LAKE ILLEGAL DISPOSAL SITE
09C1	01	WASTE DISPOSAL, INC.
09NA	00	ZEIBRIGHT MINE

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

On February 15 and 27 staff met with the TOAM and EPA staff to conduct kick-off meetings for the Tucson International Airport Area Groundwater OU and the San Fernando Valley Glendale OU administrative records respectively. Indexing requirements and scheduling issues were resolved so that work on these projects could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Five work-performed compilations were created or updated during February for the following sites:

OU	SSID	Site Name
00	09JW	B.F. GOODRICH
03	0936	DEL AMO FACILITY
01	09M6	MEW STUDY AREA
03	0926	MONTROSE CHEMICAL CORP
03	0958	OPERATING INDUSTRIES, INC., LANDFILL (for 092S)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 15 collections

Electronic files attached to E-mails: 48 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

The sites in **bold-face type** below represent major efforts or projects on which we expended 22 or more person-hours during the month. For any project on which we expended more than 80 person-hours during the month, there is a brief narrative description found at the end of this report. The 80-hour efforts are indicated with an asterisk below.

Task 4 major efforts generally consist of: Project management tasks in support of Administrative Records & production of work-performed compilations.

SSID	OU	SITE NAME
09WB	00	AGANA SPRINGS PCB SITE
09L9	01	ARIZONA AIR NATIONAL GUARD
09JW	00	B.F. GOODRICH
09L8	00	BURR BROWN
0936	03	DEL AMO FACILITY
0920	08	INDIAN BEND WASH NORTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09M6	01	MEW STUDY AREA
0926	03	MONTROSE CHEMICAL CORP
0958	03	OPERATING INDUSTRIES, INC., LANDFILL
0921	01	PURITY OIL SALES INC.
09N2	00	SAN FERNANDO VALLEY (AREA 2, GLENDALE UNIT)
096Y	06	TUCSON WEST CAP
09GF	01	WEST PLUME B - TUCSON

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on February 28.

The RMS IV/Assistant Manager held meetings with special projects staff on February 7 and 8.

The RMS IV/Circulation Department Supervisor held a departmental meeting on February 16.

The RMS IV/Head Indexer held a departmental meeting on February 9.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on February 16.

The PM purchased supplies and/or equipment during February as necessary.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

At the request of Contract Specialist Curt Ushijima, on February 22 an RMS V gave him a tour of the Records Center.

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On February 7, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV/IS III coordinated with Robert Williams of Dells warranty Helpline to resolve "Bad Block Sectors" on R9Rec server. The problem was successfully resolved by locating the correct drive and completing a comprehensive Error Checking and Defrag on RD1000 drive and backup tapes February 27.

An RMS IV/IS III coordinated with Al Belbahri on the Records Center Security Procedure Plan. We are in the process of updating the plan per Al's request February 21.

An RMS IV/IS III coordinated with Richard Martin on the rollout of Single Sign On software (SSO). Some issues were discovered during and after the rollout, but were successfully resolved after some adjustments were made February 27.

An RMS IV/IS III certified the Dragon Database to ensure Record Center server C018 was updated with Windows updates, BigFix and SEP definition files February 28. This is an ongoing monthly effort.

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM attended national Superfund Records Managers/SDMS-C Workgroup teleconference meetings on February 2, 16 & 23.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in February.

Task 9: Assist Region 9 with Implementing the EPA's Enterprise Content Management System, ECMS

No activity occurred in this reporting period.

II. DIFFICULTIES ENCOUNTERED

The Agency's recent addition of Single Sign-On and ActivClient Agent to our computers combined with the recent migration of our email to Colorado have made our already slow 8-year-old computers even slower, further impeding the productivity of this contract. The addition of any more daily background processes in the future may render our computers completely unusable. The Agency regularly adds new background processes, the next one could be the last straw for our computers.

The Agency's large-format scanner (located on the 13th floor of 75 Hawthorne) is not functioning very well any more. It essentially works, but requires so much manual manipulation to avoid skewing that it takes about 15 minutes to scan one document. We routinely need to scan hundreds of oversized documents for Superfund. Our only alternative is to utilize an outside vendor but we have no funds for this and we can't send sensitive CBI or PII documents out for scanning.

III. PERSONNEL ACTION

The Librarian IV/Records Librarian who was out on extended medical leave in January returned to the contract in mid-February.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 20 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 8 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,204	51.4 lft.	617.7 lft.

Inventories

Records Surveyed	Year to Date
22.6 lft.	514.5 lft.

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
0 lft.	0 lft.	0 lft.	300 lft.

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
38	3	0	0	11	0	0	10	62

VI. MAJOR PROJECT NARRATIVE DESCRIPTIONS

Below are descriptions of major projects for which we expended 80 person-hours or more during the month.

SSID 09C6, OU 01, APACHE POWDER CO

One Librarian IV/Records Librarian performed indexing (352 documents, 3.75 linear feet) and two RMS II/Scanning Specialists performed scanning (2,104 pages) in order to reduce the backlog of indexing for this site and to complete several e-doc requests. An IS III/Computer Support Specialist performed preliminary and final processing of electronically submitted documents (e-docs). Additionally, an IS III/Box Storage Coordinator prepared the hard copy documents for shipment and retirement to the FRC once indexing and scanning were completed. A total of 108.3 hours were expended on this effort during the month.

SSID 0920, OU 08, INDIAN BEND WASH NORTH

Two RMS II/Scanning Specialists and one RMS V/Program Manager performed scanning (76,245 pages) for AR update compilation (work request #110206-1709 submitted by E. Chan). An RMS V/Assistant Program Manager coordinated AR compilation and prepared supporting materials. Additionally, an RMS III/Document Processing Specialist prepared the documents for scanning and for shipment and retirement to the FRC once scanning was complete. A total of 292.7 hours were expended on this effort during the month.